



City of Annapolis
Police Parking Fines Section
199 Taylor Avenue
Annapolis, MD 21401

Phone 410-268-9000, Ext. 219 C TDD 410-263-7943 C www.annapolis.gov

CITATION ADJUSTMENT - TRIAL DATE REQUEST FORM

Request for Citation Adjustment and/or Trial dates **MUST** be made in writing at least five (5) days before the due date on the citations.

Part I. Citation Information

Today's date _____ Officer's name _____
Ticket # _____ Date issued _____ Due date _____

Part II. Requester's Personal and Vehicle Information

Name _____ Phone _____
Home address _____
City _____ State _____ Zip _____
Vehicle make _____ Model _____ Color _____ State _____
License tag _____ Handicapped tag? Yes No

Part III. Request for Adjustment

The State's Attorney has given the Annapolis Police Department the authority to adjust citations for the following reasons *only*: 1) Citation issued in error; 2) Ambiguous signage; 3) Valid reasons stated in writing. For your convenience the most common problems are listed below:

- | | | | |
|---|------------------------------------|------------------------------------|-------|
| 1 | Inoperable meter | Location | _____ |
| 2 | Handicapped permit # | State | _____ |
| 3 | Residential permit # | | _____ |
| 4 | Hospital emergency | Provide documentation of emergency | _____ |
| 5 | Loading/Unloading zone | Provide documentation of delivery | _____ |
| 6 | Contractor (prepaid) rental | Temporary permit # | _____ |
| 7 | Inaccurate information on citation | Specify, provide documentation | _____ |
| 8 | Other valid reason, please specify | | _____ |

I wish to discuss this citation with a police representative in person

I wish to be contacted by phone Phone #(s) _____

I wish to receive a written explanation of the decision. Note that a copy will be forwarded to the registered owner if not the same.

Address _____

If you request a trial date, you must also request that the officer who issued the citation be present at this time, or he/she will not appear. You will then be notified by the District Court when your case is scheduled for trial.

Trial date requested

Officer requested

Request forwarded to District Court

Disposition determined by PEO II, Debra Colbert, Parking Enforcement Supervisor

Adjusted _____

Adjustment denied _____

Signature _____